

## **Small Grants Fund Proposal Guidelines**

### **Office of Research Administration**

**PURPOSE:** The Small Grants Fund is designed to strengthen faculty research and creative activities. Through a competitive process, awards are given to help faculty in all disciplines maintain an active research program. Special consideration will be given to junior faculty to assist them in establishing a strong research record and to projects with potential for external funding. Eligible applicants are full-time, benefits eligible faculty, who will remain employed by the University for one full year following the end of the award period. Non-tenure-track faculty and professional staff must hold a terminal degree. Faculty can receive only one Small Grant award during the academic year.

Funding may be requested for only one of the following categories:

- *Conference Expenses* - Up to \$1,000 (typically less for domestic conferences) will be awarded for expenses to professional conferences at which the applicant will be making a presentation (i.e., seminars, workshop presentations, posters, and panel discussions). If the presentation subsequently is not accepted or is withdrawn, awarded money must be returned to the Small Grants Fund. Meals are not allowable expenses. The deadlines were established so that in most cases faculty will be able to apply for funds prior to the conference travel. In rare cases the Committee will fund travel after the fact, but it is the responsibility of the applicant to present a very strong justification in these cases.
- *Equipment and Research Supplies* - Up to \$1,000 will be awarded for purchase of research equipment. Requests for matching funds to supplement the campus desktop program will be considered. Support can also be requested for particularly critical and well justified research supplies, including data sets, measurement scales, software and software upgrades, other research tools, or participant costs. Requests for journal subscriptions will not be considered.
- *Professional Development* - Up to \$1,000 will be awarded to support initiatives that will enhance the research capabilities of faculty. Eligible requests include enrollment costs for special workshops, training programs, or other activities.

**PROPOSAL FORMAT:** There are no application forms for this competition.

- Applicants should provide a description of the request typed on no more than two, double-spaced pages. Justification for Small Grants Fund money is particularly important. Supporting documentation must be included within the two-page limit. Printing front and back is permitted.
- Font size must be at least 12 point and margins at least 1 inch.
- The words "Small Grants Fund Application" should appear as the title of the request with the applicant's name, campus address, academic rank, and department as a subtitle.
- Eight copies are needed. Each copy needs to be stapled if more than one page.
- Only one proposal is allowed per investigator and only one category of funding may be requested.

The Senate Committee on Research has asked the Office of Research Administration not to forward for consideration any proposals that do not conform to the guidelines given here.

**SUBMISSION:**

- Submit **eight copies** of the proposal to **ORA, 341 Woods Hall** by **5:00 p.m. on the deadline date**.
- See ORA web site for current deadlines.